

## **Checklist for Project Completion and Final Disbursement**

**Project:** \_\_\_\_\_ **Project No.** \_\_\_\_\_

### **Construction Contract Documents:**

- Statement of Substantial Completion
- Affidavit of Payment of Debts & Claims
- Affidavit of Release of Liens
- Consent of Surety
- VDOT release of bonds (where applicable)

### **CWRLF Documents:**

- Post-Construction AIS Certification
- Final MBE/WBE report
- Final IPE
- Fiscal Sustainability Plan received or approved (where applicable)
- All Change Orders on file and eligibility has been documented
- Final Construction payment agrees with change order eligible amount
- All payrolls submitted. All D-B compliance issues satisfactorily resolved

### **Other:**

- As-Built Drawings Completed & Submitted to Owner
- O&M Manual submitted (where applicable)
- Application for a CTO submitted, CTO issued
- Statement from engineer that punch list items satisfactorily resolved